

MEMORANDUM

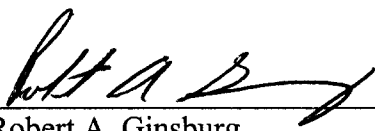
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AGENDA ITEM NO. 3 (A)

TO: Honorable Chairperson Barbara Carey-Shuler, Ed.D. and Members, Board of County Commissioners **DATE:** February 10, 2004

FROM: Robert A. Ginsburg
County Attorney **SUBJECT:** Ordinance relating to Rules of Procedure pertaining to special meetings

The accompanying ordinance was prepared and placed on the agenda at the request of Chairperson Barbara Carey-Shuler, Ed.D.



Robert A. Ginsburg
County Attorney

RAG/bw



MEMORANDUM

TO: Honorable Chairperson Barbara Carey-Shuler, Ed. D. **DATE:**
and Members, Board of County Commissioners

FROM: George M. Briggs
County Manager

A handwritten signature in black ink, appearing to read "G. Briggs", is written over the printed name "George M. Briggs".

SUBJECT: Ordinance Relating to Rules
of Procedure Pertaining to
Special Meetings


The proposed ordinance revises procedural issues as it relates to special meetings of the Board of County Commissioners and will have no fiscal impact on the County.



MEMORANDUM

(Revised)

TO: Hon. Chairperson Barbara Carey-Shuler, Ed.D. **DATE:** December 4, 2003
and Members, Board of County Commissioners

FROM: 
Robert A. Ginsburg
County Attorney

SUBJECT: Agenda Item No. 13(U)

Please note any items checked.

- ☐ "4-Day Rule" ("3-Day Rule" for committees) applicable if raised
- ☐ 6 weeks required between first reading and public hearing
- ☐ 4 weeks notification to municipal officials required prior to public hearing
- ☐ Decreases revenues or increases expenditures without balancing budget
- ☐ Budget required
- ☐ Statement of fiscal impact required
- ☐ Bid waiver requiring County Manager's written recommendation
- ☐ Ordinance creating a new board requires detailed County Manager's report for public hearing
- ☐ Housekeeping item (no policy decision required)
- ☐ No committee review

Approved _____ Mayor

Agenda Item No. 13(U)

Veto _____

12-4-03

Override _____

ORDINANCE NO. _____

ORDINANCE RELATING TO RULES OF PROCEDURE OF
THE BOARD OF COUNTY COMMISSIONERS; AMENDING
RULE 3.02 RELATING TO PROCEDURE FOR CALLING
SPECIAL MEETINGS; PROVIDING SEVERABILITY,
INCLUSION IN THE CODE, AND AN EFFECTIVE DATE

**BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF
MIAMI-DADE COUNTY, FLORIDA:**

Section 1. Chapter 2, Article I, Section 2-1 of the Code of Miami-Dade County,
Florida, is hereby amended to read as follows:¹

CHAPTER 2. ADMINISTRATION

ARTICLE I. IN GENERAL

Sec. 2-1. **Rules of Procedure of County Commission.**

* * *

PART 3. MEETINGS

* * *

Rule 3.02. Special meetings, emergency meetings.

- (a) *Special meetings.* A special meeting of the Commission may be called by ~~[[a majority of]]~~ the members of the Commission >>utilizing the following procedure: (1) the Commissioner(s) requesting the special meeting shall first obtain the signatures of at least seven (7) Commissioners,

¹ Words stricken through and/or ~~[[double bracketed]]~~ shall be deleted. Words underscored and/or >>double arrowed<< constitute the amendment proposed. Remaining provisions are now in effect and remain unchanged.

excluding the Chairperson and the Vice-Chairperson; and (2) after the required seven (7) signatures have been obtained, the Commissioner(s) requesting the special meeting shall obtain the signature of the Chairperson, or in her or his absence, the Vice-Chairperson.<< Whenever a special meeting is called, a notice in writing signed by such [[majority]] >>Commissioners, as provided in the preceding sentence,<< shall be served upon the Clerk. The Clerk shall forthwith serve either verbal or written notice upon each member of the Commission stating the date, hour and place of the meeting and the purpose for which such meeting is called, and no other business shall be transacted at that meeting. At least [[twenty-four (24)]] >>forty-eight (48)<< hours must elapse between the time the Clerk receives notice in writing and the time the meeting is to be held. >>No notice of a special meeting shall be advertised until the requisite signatures have been served upon the Clerk.<<

* * *

Section 3. If any section, subsection, sentence, clause or provision of this ordinance is held invalid, the remainder of this ordinance shall not be affected by such invalidity.

Section 4. It is the intention of the Board of County Commissioners, and it is hereby ordained that the provisions of this ordinance, including any sunset provision, shall become and be made a part of the Code of Miami-Dade County, Florida. The sections of this ordinance may be renumbered or relettered to accomplish such intention, and the word "ordinance" may be changed to "section," "article," or other appropriate word.

Section 5. This ordinance shall become effective ten (10) days after the date of enactment unless vetoed by the Mayor, and if vetoed, shall become effective only upon an override by this Board.

PASSED AND ADOPTED:

Approved by County Attorney as
to form and legal sufficiency:

RNB

Prepared by:

GKS

Gerald K. Sanchez

Sponsored by Chairperson Barbara Carey-Shuler, Ed. D.